



Grants Management Officer

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate world class science to deliver transformative regenerative medicine treatments in an equitable manner to a diverse California and world.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

With over 1,100 awards funded and \$2.6 billion disbursed, CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

CIRM is looking for highly talented individuals who are driven to deliver outstanding results and committed to radically improving medicine with stem cells to join our team.

Grants Management staff are critical to accelerating CIRM's grantmaking operations, valued thought partners and respected resource on portfolio, compliance, and fiscal management. The Grants Management Team are a part of a cross-functional Operations Team who partner across the organization to create infrastructure and operational support by implementing new systems and tools, establishing effective policies, monitoring compliance, and reporting portfolio performance. Grants Management Officers manage a portfolio of awards by partnering with program teams and across the agency to facilitate the grantmaking process ensuring that grants are administered in compliance with the required laws, regulations, and established policies.

Job Functions

In this position you will be accountable for:

Contracting & Portfolio Management



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- Maintain the official files for a portfolio of grants, as well as recordkeeping systems and procedures necessary for tracking each grant and ensure that the files contain all required materials, records, and documentation.
- Accelerate and lead the contracting of approved awards by partnering with Science Officers to develop contract milestones and disbursements, reviewing the approved application to ensure compliance with CIRM regulations and policies, obtaining legal input for any special terms and conditions and administering the contract document thru creation to executed signatures all within organization contracting metrics.
- Serve as the CIRM contact for all reports required by the terms and conditions of the grants in portfolio and ensure that such reports are properly processed.
- Serve as liaison with other business offices that are recipients of CIRM awards and respond to grantee inquiries in a prompt and timely manner.
- For grants in assigned portfolio, provide links between CIRM function areas of scientific programs, review, finance, legal, information technology and other administrative staff so that all activities are smoothly implemented.

Fiscal Monitoring & Compliance

- Have knowledge of and ensure compliance with applicable laws, regulations and policies governing CIRM grant awards in portfolio.
- Communicate with prospective applicants regarding application budgets providing guidance on CIRM policy, allowable costs and mechanics of budget template.
- Conduct application budget reviews on clinical trial applications during eligibility review providing comprehensive cost analyses to determine the necessity, reasonableness, and allocability of the costs reflected in the budget and the allowability pursuant to the applicable application criteria.
- Participate and lead CIRM's financial compliance program to survey grantee's financial management systems, project expenditures and other relevant business information when appropriate, to assure that the institution is properly accounting for CIRM funds.

Grantmaking Operations

- Support implementation of the grants management business and administrative operations.
- Coordinate grantmaking business activities between review, governance, and program teams.
- Work collaboratively with Grants Management team to develop, implement and improve on the grants process and updated internal Standard Operating Procedures
- Participate in matters related to grants management technology and electronic grants administration as needed.
- Understand both grant procedures and the use of grants management software.



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- Participate and contribute to helping the grants management improve its operational performance.
- Perform other duties as may be required to further the goals of CIRM.

Supervision Received

The Grants Management Officer (GMO) will be supervised by and report to the Director, Grants and Operations.

Qualifications and Skills

- Bachelor's degree and four years' experience working in grants management, office of research administration or another related compliance management role or an equivalent combination of education and experience.
- Proficient in working with databases and spreadsheets.
- Ability to handle multiple projects and tasks thru completion with an attention to detail.
- Ability to take initiative and work in a fast-paced, entrepreneurial organization.
- Strong verbal and written communication skills.

Working Conditions

- Ability to operate standard office equipment.
- Being available to work outside of normal business hours.
- Being able to travel statewide, if necessary.

Staff are currently working remote due to the COVID-19 pandemic; however, the Grants Management Officer role will be based in South San Francisco, CA at CIRM's new headquarters when it opens and a hybrid work environment of three days in office will be required.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Salary Range and Benefits

The annual salary range for the Grants Management Officer is \$76,212 - \$118,327. CIRM offers a competitive compensation package.

How to apply

Interested candidates must submit:

- Cover letter



- Resume/CV

- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

**A California State application is required as CIRM is a state agency. You will not be considered without this.

To: jobs@cirm.ca.gov. Electronic applications preferred.

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10 days out or until filled

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Human Resources

Attn: CIRM, Jobs

PO Box 980790

West Sacramento, CA 95798-0790

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Cover Letter
- Resume/CV
- Current version of the State Examination/Employment Application (STD. 678) form. All Experience and Education relating to the qualifications listed for this position should be included to demonstrate how you meet the essential functions of the job.

Application Information

All applicable fields on the State Examination/Employment Application (STD. 678) form must be filled out completely. Resume must be included. Clearly indicate on the STD. 678 form in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement. Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.



For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.

Contact Information

The Human Resources Manager is available to answer questions regarding the application process and the position.

Human Resources Contact:

Vanessa Singh

Email - jobs@cirm.ca.gov

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the Equal Employment Officer listed below:

- Vanessa Singh
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx.



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Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt from civil service and considered Excluded for the purposes of collective bargaining.